



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

March 22, 2005

**ISIS Memorandum 05-039**

To: Employee Administrators  
Time Administrators  
Technical Coordinators

Subject: ISIS HR and LEO Password Restrictions

**\*\*\*\* Please distribute this important information to all LEO and ISIS HR users. \*\*\*\***

Effective **Friday, March 25, 2005**, new password restrictions will be implemented for LEO and ISIS HR. Passwords must be exactly **eight (8)** characters and must contain **at least one letter AND at least one number**.

Existing passwords will remain valid after March 25, but the new restrictions will be enforced as:

- existing passwords expire or are changed, or
- passwords are established for new users.

Both LEO Password Maintenance and ISIS HR will prohibit creation of a password which does not meet the new guidelines.

For more information on the new restrictions, please select "Online Help – Getting Started" from the LEO logon screen. From there Detailed Help for Password Maintenance can be accessed along with Tutorials and Quick Reference cards.

Please direct any questions to the ISIS Help Desk at (225) 342-2677, option 3, option 2.

PG/csl